

SITE ACCESS REQUIREMENTS

(11 July 2008)

1. VISITOR

- a.) Personnel 16 years and older must get a visitor badge.
- b.) If a person under the age of 16 is alone and requesting entry, the individual is required to have a visitor badge issued.
- c.) Federal Employees and selected Affiliates can vouch up to 14 visitors for any one visit.
- d.) Federal Employees and selected Affiliates can pre-announce a visitor by calling the Visitor Center or faxing a Visitor Pre-Announcement Request Form to the Visitor Center.
- e.) Federal Employees and selected Affiliates can request a visitor badge up to 29 days from the Visitor Center. 30 days or more must go through the MRSO Staff.
- f.) All categories of visitors, unless otherwise approved, are only authorized access to the site during normal business hours, Monday through Friday, 6:00 AM to 7:00 PM.
- g.) All after hour's visitors, weekends, holidays, 7:01 PM through 5:59 AM must be coordinated through the MRSO Staff.

2. TYPES OF VISITORS

- a.) Normal visitor, non-federal personnel
- b.) Child Care parent
- c.) Vendor, Delivery, Mail, Taxi, etc.
- d.) Contractor
- e.) Outside Only Contractor
- f.) Conference, Meeting, Seminar
- g.) Foreign National Monthly badge

3. VISITOR BADGE REQUIREMENTS

- a.) Normal Visitor
 - 1.) Must be pre-announced by a Federal Employee or Selected Affiliate located on the vouching list.
 - 2.) Can pre-announce visitor by calling the Visitor Center, or faxing a Visitor Pre-Announcement Request Form to the Visitor Center.
 - 3.) Provide Visitor Center with visitors name, date & time of arrival, sponsors name and contact number, length of visit, building and room number.

b.) Child Care Parent Badge

- 1.) Erika Winters, from the Child Care Center, will request by e-mail or letter for a parent to be issued a parent badge.
- 2.) Parent Badge is issued for 1 year.
- 3.) A pin number that will open the Child Care Center will be issued to the parent by Erika Winters.
- 4.) Allowed on site business days, Monday through Friday, 6:00 AM to 7:00 PM.
- 5.) Pin number issued for Child Care Center will open the exit lane gate
- 6.) Issued at the Visitor Center.

4. **VISITOR REQUIREMENTS FOR SITE ACCESS**

- a.) Must present a valid form of US photo Identification. The only exception is use of a passport.
- b.) Non-valid forms of identification for site access are foreign driver's licenses, foreign state ID card, foreign student identification, expired identification, etc.
- c.) To drive on site, visitor MUST present a valid state or home nation drivers license.
- d.) For visitors not able to present required photo identification, the Visitor Center Security Officer will contact the MRSO Staff during business hours or the Senior Federal Police Officer on duty after business hours for further guidance.

5. **VENDOR, DELIVERY, MAIL, TAXI, ETC**

- a.) Company must send a letter on company letterhead to the MRSO office requesting that a vendor badge be issued.
- b.) Letter must contain the full name of the person needing the badge; last four numbers of the social security number, drivers license number, date of birth, company point of contact, title and phone number, the frequency the person will be entering the site, and signed by the point of contact.
- c.) Letter CANNOT be signed by the person needing the badge.
- d.) Badge is issued at the Visitor Center.
- e.) Vendor Badge will be issued for 3 months.
- f.) The badge will provide access during normal business days, Monday through Friday, 6:00 AM through 7:00 PM, unless otherwise coordinated and approved by Wendy Monroe/RSO.

6. **CONTRACTOR**

- a.) Government COR must obtain a list from the contractor that lists those individuals that will need a Contractor Badge.
- b.) The letter must contain the individual's full name and duration the badge will be needed for.

- c.) COR will provide the letter to the MRSO Staff.
- d.) Contractor Badge will be issued for the length authorized by the COR.
- e.) Contractor Badge will provide access during normal business days, Monday through Friday 6:00 AM to 7:00 PM, unless otherwise coordinated and approved by Wendy Monroe/RSO.
- f.) Contractors on site more than 30 days requires investigation process initiated through the MRSO Staff.

7. STRICTLY OUTSIDE CONTRACTOR

- a.) Contracting personnel working STRICTLY OUTSIDE and WILL NOT be entering any building NEED NOT have a pre-announcement at the Visitor Center.
- b.) The Visitor Center is authorized to issue this category of visitor up to a 30 day Daily Contractor Visitor Badge upon the concurrence of the COTR for the project.
- c.) Badges will be renewed in 30 day increments.
- d.) At the bottom of the badge will be written "OUTSIDE ONLY".
- e.) This category of visitor is NOT authorized to enter any facility for any reason, i.e. Lunch, bathroom usage, etc, unless under escort.
- f.) The escort must be physically with this person at all times while in a facility.
- g.) No background investigations will be conducted on this category of visitor since they WILL NOT be entering any of the site facilities.

8. CONFERENCE, MEETING, SEMINAR

- a.) With 15 or more attendees, must be coordinated through the MRSO Staff.
- b.) Alphabetical list of attendees must be provided to the MRSO Staff.
- c.) Badge will be issued for the length of the event.
- d.) Access to the site is for business days, Monday through Friday, 6:00 AM to 7:00 PM unless otherwise approved by Wendy Monroe/RSO.

9. FOREIGN NATIONAL MONTHLY BADGE

- a.) Foreign Nationals that will be on site for more than 30 days, must submit to the MRSO background investigation paperwork.
- b.) Upon receipt of background investigation paperwork, the individual will be issued a monthly Foreign National badge.
- c.) The Foreign National badge will be required to be renewed monthly until such a time as the investigation comes back approved.
- d.) Once approved, the individual will be issued a DOC ID badge valid for the length of visit or maximum of 1 year as requested by the sponsor.

10. **DRIVING ON SITE**

- a.) Personnel with MRSO issued DOC ID Badge (Employee and Affiliate) and alone in the vehicle, can enter the site through the **left** entry lane.
- b.) Swipe badge or use pin number to open the gate.
- c.) Passengers that are 15 years and younger in the vehicle with an Employee/Affiliate DOC badge holder still use **left** entry lane. Passengers that are 16 years or older, require a visitors badge and use the **right** entry lane.
- d.) With passengers 16 years or older, use the **right** entry lane after receiving visitor badge from the Visitor Center.
- e.) All categories of visitors use the **right** lane after receiving visitors badge from the Visitor Center.

12. **PARKING PERMITS**

- a.) All personnel entering the site must display a valid parking permit.
- b.) BLUE parking permit denotes those personnel who have been issued a MRSO DOC ID badge.
- c.) RED parking permit is used for all visitors.
- d.) Non-Boulder Lab Federal employees may request to be issued a one year BLUE parking permit from the Security Office.
- e.) Sponsor on site can obtain the parking permit in advance and mail to the visitor or give it to them upon their arrival.
- f.) Non-Boulder Lab Federal employees will be issued a RED parking permit for the length of their stay as they enter the site from the Vehicle Checkpoint.